

Minutes

School of Marine Science
Academic Council Meeting
J.E. Duffy, Chair

February 13, 2013
Andrews Hall 22/226
2:00 PM

Member	Capacity	Present	Absent
Emmett Duffy	AC Chair	X	
Linda Schaffner	AD-AS		x
Iris Anderson	Biol Sci		x
Jim Perry	Biol Sci – Admissions?		X
Pete Van Veld	EAAH –alternate		X
Mike Newman	EAAH	x	
John Graves	Fish Sci	x	
Mary Fabrizio	Fish Sci – alternate		x
Courtney Harris	Phys Sci, secretary	X	
Liz Canuel	Phys Sci – alternate	x	
Lori Sutter	GSA	X	
Eric Hilton	EPC Chair	X	
Mark Brush	ASDC Chair		x
Debbie Steinberg	Admissions?		X
John Wells	Dean and Director		X
Jen Hay	Registrar	X	
Andre Buchheister	GSA	x	
Jerome Maa	Chair – Student Grants		x

Notes prepared by Courtney Harris (AC Secretary). Approved by AC vote on March 13, 2013 and finalized on March 21, 2013.

Minutes – *Motion to accept the AC Minutes from January, 2013; minutes approved.*

REVIEW OF ACTION ITEMS:

1. New action item: for Linda and Jennifer Hay to put the QSC document on-line. Jennifer Hay has put the QSC list of courses offered on the VIMS web-site with a link on the Graduate Catalog page. Right now the document is accessible via the VIMS intranet.
2. Action item: for Jennifer Hay; remind students to enroll in department seminar in the weekly digest. Done.
3. Action item: Iris Anderson and her committee are asked to revise the document based on today's discussion. Then should be distributed to our departments. (Appended) The committee (Iris, Liz, and Mike) modified the document and it was distributed to the AC reps. The AC Reps need to forward the document to their respective departments and be prepared to finalize the document at the next AC meeting. Either send a summary of comments or a track changes to Courtney and

Emmett as soon as possible so that we have seen them before the March AC meeting; then we can try to finalize the document at the March meeting.

4. Action Item: Department Representatives should distribute the revised draft for discussion in the departments and bring comments to the February meeting. Many of us did not distribute this and we need to do it ASAP.

REPORTS FROM ADAS, COMMITTEES

ADAS (Associate Dean of Academic Studies) report: Dr. Schaffner was not present.

ASDC (Mark Brush, ASDC Chair): Not present, no business to report.

QSC (Mark Brush, QSC Chair): Not present, no business to report.

EPC (Eric Hilton, EPC Chair) – Two 698 courses proposed – one by Eric Hilton (co-taught with a post-doc), and a recurring 698 course (Diseases of crustacea) offered by Jeff Shields.

Admissions Committee: Eric Hilton is on that committee and reports that the committee is in the middle of ranking the students based on GRE / GPA scores. Some discussion that GPAs not normalized uniformly (some are on a 4-point scale, and others on a 5-point scale). Question – how many students have received faculty interest? Answer – will have that answer on Friday.

Discussion: Expediting Admissions Process. Suggest that faculty interest be requested on a shorter timeframe (now they have a month). Perhaps there should be a requirement that faculty interest be provided within the end of the month. Formal motion: move up the date for faculty interest be moved up to January 31 for 2014. We suggest that Admissions Committee seek ways to expedite the process so that admissions offers can be sent as quickly as possible.

Report from Undergraduate Minor Advisory Committee: Met last week, and are working on a three-year report, which is due March 1, 2013. The committee is considering changes to the 501 course requirements. The undergraduates are now required to take three two credit 501 requirements. Instead might develop parallel courses (MS401) for the undergraduates. The MS401 courses would be three credit courses. Two credits for lecture and a recitation session. The teaching assistants might run the recitation sessions. Question: if students take MS401, and then go on to graduate school at VIMS, would they need to take MS501?

CONTINUING BUSINESS

1. *Faculty base performance expectations for education:*

Emmett distributed the draft document written by the group headed by Iris Anderson. All representatives should distribute the draft to their documents and return comments and suggestions to Emmett and Courtney as soon as possible so that we can discuss this at the next AC meeting.

John Graves suggests that the document have in it some idea of the minimum fraction of effort that should be spent on education. The FC document suggested 25% effort of T&R faculty should be directed toward education. Suggest to modify the language to have a concise introduction at the beginning of the document, reminding the reader that these are minimum expectations; and guidance for the minimum allocation of faculty time to education.

Some debate as to whether post-doctoral mentoring and advising is an educational activity; it is not mentioned in the minimum expectations document. Perhaps the language should be modified to acknowledge post-doctoral advising, and advising / working with undergraduate students.

2. *Professional Science Masters*: Suggest a small adhoc committee to draft a proposal for how VIMS might go forward with a Professional Science Masters.
3. *SACS Accreditation Working Group*: A committee has been formed (Rich Brill, Kam Tang, Donglai Gong, Jeff Shields). Emmett will attend some of the meetings.

NEW BUSINESS:

1. Suggest that committee chairs send a brief summary report and list of any action items to the AC Chair and Secretary the Tuesday prior to each meeting. The AC Chair will send the reports with the Agenda for the previous meeting. Motion passed.

NEW ACTION ITEMS:

1. Action item: The committee (Iris, Liz, and Mike) modified the document on Minimum Expectations for the Academic Mission, and it was distributed to the AC reps. The AC Reps need to forward the document to their respective departments and be prepared to finalize the document at the next AC meeting. Either send a summary of comments or a track changes to Courtney and Emmett as soon as possible so that we have seen them before the March AC meeting; then we can try to finalize the document at the March meeting.
2. Action Item for Emmett Duffy (AC Chair): Tell the committee chairs that they are expected to send a brief summary report and list of any action items to the AC Chair and Secretary the Tuesday prior to each meeting. The AC Chair will send the reports with the Agenda for the upcoming meeting.
3. Action Item for Eric Hilton (EPC Chair): Send in materials so that the teaching activity of post-doc can be discussed.
4. Action Item for Emmett Duffy (AC Chair): Form an ad-hoc committee for discussing the development of a Professional Science Masters.
5. Action Item for Department and Student Representatives: find a representative from your department to serve on the ad-hoc committee to discuss the development of a Professional Science Masters. Try to have these names to Emmett eight days prior (March 5, 2013).

Adjourned. At 3:06.